



Legal Outreach

Working for Equal Justice in the API Community

1121 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94103
1305 FRANKLIN STREET, SUITE 410, OAKLAND, CALIFORNIA 94612
838 N. WEST LANE, SUITE 105, STOCKTON, CALIFORNIA 95210

Job Announcement

Position: **Deputy Director** (full-time, exempt position)

API Legal Outreach is the largest social justice legal organization serving the Asian, Pacific Islander and Latino communities of the Greater Bay Area and Central Valley. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation, social services, and advocacy for the most marginalized segments of the community including low-income women, seniors, recent immigrants, and youth. With offices in Oakland, San Francisco, and Stockton our work is focused in the areas of violence against women/family law, immigration and immigrant rights, senior law and elder abuse prevention, the rights of those with disabilities, anti-human trafficking, youth violence prevention, affordable housing preservation and tenants' rights, and other social justice issues.

Duties and Responsibilities:

This position is newly created and can be filled by an attorney with extensive litigation experience or a non-profit administrator with direct social services experience.

If an attorney:

1. Mentor and supervise work of legal services projects and staff, including case review, litigation support, provision for training needs, and contract compliance.
2. Directly oversee litigation work in all project areas but particular in the litigation heavy projects of housing and family law/domestic violence.
3. Provide full scope of legal representation to eligible clients and client groups particularly with complex litigation and trial work.
4. Develop, coordinate, and engage in fee-for-services work of organization.

If a social services administrator:

1. Directly oversee social services work in all project areas but particularly in the case management services of the anti human trafficking, elder abuse, and disability projects.
2. Coordinate the fundraising efforts including fund development, grants, promoting positive relationships with potential funders, development of business plan toward goal of self-sufficiency.
3. Develop, coordinate, and engage in self-sufficiency planning work of organization.
4. Develop, coordinate, and provide oversight of social services programs.

All:

1. Develop, coordinate, and engage in social justice projects, pro bono and clinical programs, legal outreach and coalition work.
2. Coordinate hiring process for direct services staff positions.
3. Oversee implementation of time management and service reporting software programs such as AbacusLaw.
4. Oversee grant reporting including working with staff to draft exemplary and timely reports on services.
5. Work directly with grant contract partners such as sister community based organizations to enhance joint service projects and meet grant goals.
6. In conjunction with and during the absence of Executive Director, manage and supervise programmatic and fiscal operations of organization.
7. Represent the organization at community, legal, and other meetings and functions.
8. Provide technical assistance and training to community agencies and partners.

Minimum Qualifications:

1. Demonstrated commitment to social justice and to serving underserved communities.
2. If attorney, strong advocacy and courtroom skills in APILO's areas of practice. Successful history of raising attorney's fees and in managing a fee practice.
3. If, social services provider, strong advocacy and case management skills in APILO's project areas.
4. Extensive and successful experience in staff engaged in social justice work in a team oriented, multi-cultural work environment.
5. Excellent written and oral communication skills
6. Successful experience in fund development and financial oversight.

Preferred Qualifications:

1. Bilingual and bicultural skills relevant to constituent communities.
2. Experience in serving tenants and/or survivors of violence against women, elder abuse, or trafficking.

Hours: Minimum of 40 hours per week including some weekend and evening hours.

Salary: Commensurate with experience, based on salary scale; includes health insurance, paid vacation, holiday, sick leave.

If interested, send cover letter and resume with 3 professional references to: Personnel Committee, jobs@apilegaloutreach.org. Applications will be reviewed on a rolling basis. Position is open until filled.

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